

Learning Services Centre Writing Handout
Formatting an MLA Paper: Quick Reference Guide

Page Numbers

- Number all pages consecutively throughout the research paper in the upper right-hand corner, one half-inch from the top and flush with the right hand margin.
- Type your last name before the page number, as a precaution in case of misplaced pages.

Margins/ Font

- Except for page numbers, leave margins 1 inch (2.54 cm) at the top and bottom and on both sides of the text.
- Indent the first word of a paragraph one-half inch (1 tab) from the left margin.
- 12-point Times New Roman is preferred.

Title Page

- A paper in MLA style does not have a title page.
- Beginning 1 inch (2.54 cm) from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double spacing between the lines. Double space again and centre the title. Double space also between the lines of the title, and double space between the title and the first line of text.
- The date appears in this format: 15 March 2007
- Do not italicize or underline your title. Do not use a period after your title or after any heading in the paper (e.g., Works Cited).

Spacing/Paragraphs/Indentation

- For a quoted passage that is longer than four full typed lines, use a block quote. Block quotes should be indented 10 spaces (2 tabs) and double spaced. No quotation marks are used.

How to incorporate a figure or a table

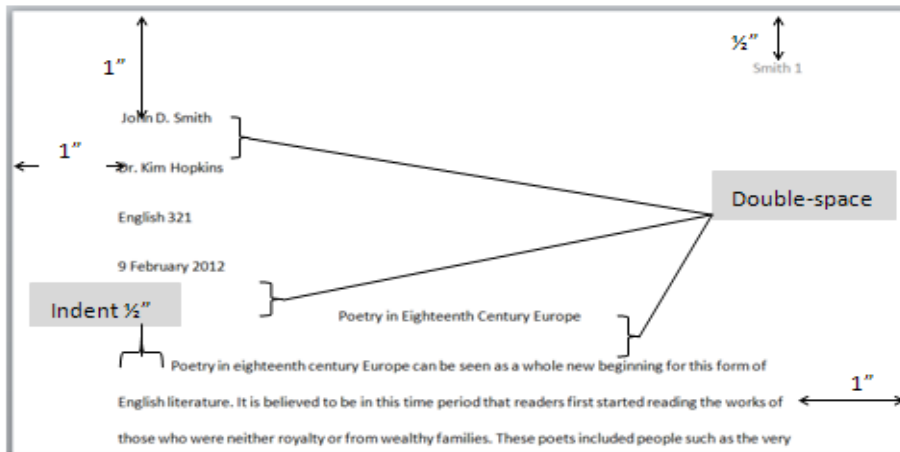
- Place tables and illustrations as close as possible to the parts of the text to which they relate.
- A table is usually labelled Table, and given an Arabic numeral. The table's title comes directly beneath the label. Both the label and the title should come before the table itself and be formatted flush left. Capitalize them as titles (do not use all capital letters). Give the source of the table immediately below the table in a caption, and double space.
- Any other types of illustrative visual material – for example, a photograph, map, line drawing, graph, or chart – should be labelled Figure (usually abbreviated Fig.), assigned an Arabic numeral, and given a caption: "Fig. 1. Mary Cassatt, *Mother and Child*, Wichita Museum, Wichita." A label and caption ordinarily appear directly below the illustration.

- See the example below:



Fig. 1. Leonardo da Vinci, *Mona Lisa*, Musée du Louvre, Paris

MLA First Page



The Running Head of a Research Paper

